

Message Text

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PAGE 01 STATE 084415

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ARA - MR. BENTLEY

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TO AMEMBASSY BUENOS AIRES IMMEDIATE

AMEMBASSY BRASILIA IMMEDIATE

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EXDIS

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.), AR, PE, CI, BR, VE

SUBJECT: SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIREMENTS

EXDIS CAPTION CAN BE REMOVED WHEN VISIT ANNOUNCED PUBLICLY.

THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS THE CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC (REQUIREMENTS IN THIS REGARD ARE OUTLINED IN SEPTEL). OTHER S/S RESPONSIBILITIES INCLUDE SCHEDULING, PREPARATION OF BRIEFING MATERIALS FOR THE SECRETARY AND COORDINATING ACTIVITIES OF THE PARTY:

1. PERSONNEL: EXECUTIVE SECRETARIAT ADVANCE TEAM WILL SUPPORT SECRETARY'S VISIT. THEY WILL ARRIVE TO HELP COMPLETE ARRANGEMENTS. WILL SEND FLIGHT NUMBER AND ARRIVAL TIME WHEN KNOWN. ADVANCE TEAM SHOULD BE LODGED WHERE

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PAGE 02 STATE 084415

SECRETARY'S PARTY WILL STAY. ANOTHER S/S TEAM HEADED BY

FSO RONALD E. WOODS WILL ARRIVE ABOARD SECRETARY'S PLANE.

2. ADVANCE TEAM: THE ADVANCE TEAM FUNCTION IS TO INSURE THAT ALL REQUIREMENTS FOR THE SECRETARY'S VISIT ARE BEING MET. STARTING WITH THE ADVANCE TEAM'S ARRIVAL S/S SHOULD BE ASSISTED FULL TIME BY AN S/S LIAISON OFFICER. PLEASE CABLE NAME OF LIAISON OFFICER, WHO SHOULD MEET ADVANCE TEAM ON ARRIVAL. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF THE ADVANCE TEAM. THIS IS MOST EASILY DONE BY ASKING THE C&R TO SLOT EACH CABLE ON THE VISIT FOR S/S.

3. SCHEDULING:

A. THE SECRETARY WISHES TO DEFER TO THE EXTENT POSSIBLE TO HIS HOSTS' SUGGESTIONS AND JUDGMENT ON HIS VISIT SCHEDULE. WITHOUT PRESSING HOST GOVERNMENTS, POSTS SHOULD REPORT SCHEDULING INFORMATION AND SUGGESTIONS AS THEY BECOME AVAILABLE.

B. THE FOLLOWING INFORMATION IS PARTICULARLY USEFUL, THOUGH POSTS SHOULD BE PATIENT IN OBTAINING IT:

1. TIME AND LOCATION OF PROPOSED MEETINGS AND OTHER EVENTS, INCLUDING SUGGESTED PARTICIPANTS ON BOTH SIDES.

2. ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE FOR ALL EVENTS, INCLUDING ARRIVAL AND DEPARTURE PLANS.

3. MAIN PLACES OF ACTIVITY AND THE DRIVING TIMES BETWEEN ALL POINTS.

C. APPROXIMATELY 36 HOURS BEFORE SECRETARY'S ETA, POSTS SHOULD RECAP ALL SCHEDULING INFORMATION BY IMMEDIATE CABLE TO THE SECRETARY'S PARTY.

4. MISCELLANEOUS ARRANGEMENTS:

A. PLEASE FURNISH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS TO S/S ADVANCE TEAM ON ARRIVAL.
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PAGE 03 STATE 084415

USUALLY THESE NOTES ARE TO THE PRESIDENT AND FOREIGN MINISTER.

B. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE ARRANGEMENTS FOR TICKERS AND NEWSPAPERS (SEE FOLLOWING):

C. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH

MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. POST SHOULD TRY TO ARRANGE FOR MACHINE TO RUN UNATTENDED BETWEEN 2300 AND 0500. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. PERSON ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES. TEN COPIES OF ENGLISH-LANGUAGE NEWSPAPER AND TEN COPIES OF USIS WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S BY 0600.

5. ATTENTION IS DRAWN TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN CABLE. KISSINGER

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